



Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2023-78069

DM-2023-07-278  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
JUL 26 2023 time: 2:24  
By: [Signature]

**DIVISION MEMORANDUM**

No. 278, s. 2023

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned

**FROM:** [Signature] **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

**DATE:** July 25, 2023

**SUBJECT: ANNOUNCEMENT OF VACANCY OF ADMINISTRATIVE AIDE IV  
POSITION OF BUKIDNON NATIONAL HIGH SCHOOL (BNHS)**

1. This Office announces the vacancy of Administrative Aide IV (Clerk II) position of BNHS, this Division with plantilla item number OSEC-DECSB-ADA4-660045-2004. The **criteria and point system** to be applied are embodied in the new RSA Guidelines, **DepED Order No. 7, s. 2023**. Applicants to the position should meet the herein qualification standards as embodied in DO 66, s. 2007 to wit:

Position	QUALIFICATION STANDARDS			
	Education	Experience	Training	Eligibility
Administrative Aide IV (SG 4)	Completion of two (2) years in College	None required	None required	Career Service (Subprofessional) First Level Eligibility

2. Interested qualified applicants are required to register and fill out the necessary information in the link provided: **[bit.ly/ada4-2023](https://bit.ly/ada4-2023)**. Further, applicants shall submit the following pertinent documents *properly ear marked* to this Office on or before 5:00 PM of **August 7, 2023**.

- 2.1 Checklist of Requirements with Omnibus Sworn Statement duly notarized (DO No. 7, s. 2023 Annex C) attached
- 2.2 Application letter addressed to the Schools Division Superintendent
- 2.3 Duly accomplished Personal Data Sheet (Revised 2017 form 212) with recent 2x2 picture attached; with work experience sheets, if applicable;
- 2.4 Photocopy of CSC eligibility / PRC license;



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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- 2.5 Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post graduate units/degrees, if available;
  - 2.6 Photocopy of Certificate/s of Training relevant to the position to be filled, **acquired after the last promotion; but within the last five years;**
  - 2.7 Updated Service Records / Photocopy of Certificate of Employment. Experience must be relevant to the position to be filled;
  - 2.8 Photocopy of latest appointment;
  - 2.9 Photocopy of Performance Rating covering one (1) year or 12 months performance in the current or previous job or position relevant to the position to be filled with at least Very Satisfactory (VS) in the last rating period prior to the date of assessment.;
  - 2.10 Outstanding Accomplishment acquired after the last promotion;
    - 2.10a Awards and Recognition
      - a.1 Outstanding Employee Award
      - a.2 Awards as Trainer/Coach
    - 2.10b Research and Innovations
    - 2.10c Subject Matter Expert / Membership in National TWGs or Committees
    - 2.10d Resource Speakership / Learning Facilitation
    - 2.10e NEAP Accredited Learning Facilitator
  - 2.11 Application of Education acquired after the last promotion;
  - 2.12 Application of Learning&Development (L&D) acquired after the last promotion.
3. The following shall compose the HRMPSB for the Administrative Aide IV (BNHS) vacancy as provided in DepED Order No. 19, s. 2022 the new Merit Selection Plan:

Chairman: Aliena S. Dajay, ASDS  
Members: Lorenzo O. Capacio, Chief SGOD  
Susan S. Olana, Principal IV, *School Head where the vacancy exists*  
Manuel D. Dinlayan II, AO V  
Guia Ma. G. Villahermosa, AOIV/HRMO  
Lee A. Ejem, ADAS III, *NEU Representative (first level)*  
Secretariat: Evelyn Joy V. Don, ADAS III  
Glaive May D. Mulawan, ADAS III  
Amorelle Faith P. Go, AAVI

4. This Office adheres to the Principles of Merit and Fitness and to the Equal Employment Opportunity Principle (EEOP). It ensures no discrimination in the selection of its employees provided Qualification Standards set by the CSC and DepED are met. Thus, all applications regardless of applicant's age, sex, sexual orientation, gender identity, civil status, ethnicity, religion, disability, or political affiliation are treated with respect and equity.



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5. Qualified applicants shall be notified on the date of interview which shall sometime in August 2023. They shall bring the original copy of their pertinent documents during the interview.
6. Queries relative to this can be relayed to the Personnel Unit 0907-688-9009.
7. Immediate dissemination of this memorandum is desired.

Copy furnished:

Records Unit  
Personnel Unit

TO BE POSTED ON THE WEBSITE

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